



**COUNTY OF LOS ANGELES
OFFICE OF AFFIRMATIVE ACTION COMPLIANCE**

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 780
Los Angeles, California 90012
(213) 974-1080 / FAX (213) 626-7034
TTY (213) 974-0911
Website: <http://oaac.co.la.ca.us>

MEMBERS OF THE BOARD

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

DENNIS A. TAFOYA
Director

May 16, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**OFFICE OF AFFIRMATIVE ACTION COMPLIANCE -
HALL OF ADMINISTRATION RENOVATION PROJECT
(First District - 3 - votes)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICE THAT
YOUR BOARD:**

1. Find that this project is exempt from the provisions of the California Environmental Quality Act (CEQA).
2. Approve the attached appropriation adjustment in the amount of \$43,000 to the Office of Affirmative Action – Hall of Administration Renovation Project (CP No. 86788) from the Department's Salaries and Employee Benefits.
3. Approve the project and budget for the Office of Affirmative Action Compliance – Hall of Administration Renovation Project (CP No. 86788) in the amount of \$223,000 funded by net County cost.
4. Authorize the Chief Administrative Office and Internal Services Department to proceed and deliver the proposed project as described herein.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow renovation of office space located on the seventh floor of the Hall of Administration for the Office of Affirmative Action Compliance's management and administrative functions.

The Department's staff is currently located at the Hall of Administration. The Department proposes to renovate 2,054 gross square feet of office space to support the Department's management and administrative functions. The proposed project includes reconfiguration of the front reception area; renovation of the executive and administration sections; and replacement of telephone/data cables and wiring.

Renovation activities will be managed by the Internal Services Department and will include purchase and installation of necessary electrical and information technology systems, modular furniture systems, carpeting, painting and other related site improvements. It is anticipated that the proposed renovation will be completed in September 2006.

Implementation of Strategic Plan Goals

Approval of the project is consistent with the County Strategic Plan Goals of Workforce Excellence (Goal No. 2) and Fiscal Responsibility (Goal No. 4). Workforce Excellence is enhanced by creating a positive work environment for staff. Fiscal Responsibility is enhanced by investing in public infrastructure.

FISCAL IMPACT/FINANCING

The total project estimated cost for construction and installation of the proposed project renovation is \$223,000 including \$211,000 for the base cost improvements and \$12,000 in contingency and change order funds.

The attached appropriation adjustment will reallocate \$43,000 savings from the Department's Salaries and Employee Benefits to the Hall of Administration Renovation Project (CP No. 86788). Upon your Board's approval of the attached appropriation adjustment, sufficient appropriation will be included in Fiscal Year 2005-06 Capital Projects/Refurbishments Budget (CP No. 86788) to implement the proposed project. The proposed project is funded by the transfer of \$223,000 in net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Not applicable.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt as specified in CEQA Guidelines section 15301 (a) and Appendix G, Class 1, Subsection (x)(12), and Class 4, Subsection (c), of the revised County Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

CONTRACTING PROCESS

Not applicable.

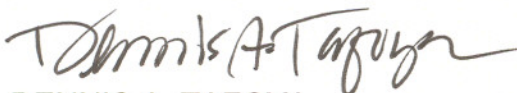
IMPACT ON CURRENT SERVICES

The project will not impact the Department's services.

CONCLUSION

Please return approved copies of this letter to the Department, the Internal Services Department, and Chief Administrative Office, Capital Projects Division.

Respectfully submitted,



DENNIS A. TAFOYA
Director of Office of Affirmative Action



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:JSE

DJT:DKM

G:\Administration\Admin Executive Office Renovation\OAAC Refurb Board Letter 5
06.doc

cc: Executive Office (22)
Internal Services Department
County Counsel
Auditor Controller

ENCLOSURE A

**OFFICE OF AFFIRMATIVE ACTION -
HALL OF ADMINISTRATION RENOVATION PROJECT**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Construction Documents	N/A
Jurisdictional Approvals	N/A
Construction Award	N/A
Construction Start	7/13/06
Substantial Completion	8/31/06
Final Acceptance	9/30/06

II. PROJECT BUDGET SUMMARY

Budget Category	Board Approved Budget
Land Acquisition	\$ 0
Plans and Specifications	\$ 0
Plan Check	\$ 0
Renovation	
Construction Project	\$ 183,000
Change Order Contingency	12,000
Total Construction	\$ 195,000
Equipment/Utility Connection Fees	\$ 0
Consultant Services	\$ 0
Miscellaneous Expenditures	\$ 0
County Services	\$ 28,000
TOTAL	\$ 223,000

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No. _____DEPARTMENT OF ~~AFFIRMATIVE ACTION COMPLIANCE~~ April 24, 2006

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3-VOTES
ACTION-B.A.Financing Source:Affirmative Action Compliance
Salaries & Employee BenefitsAA- A01-~~OM~~-11155-1000
\$43,000Financing Uses:Hall of Administration
RenovationFixed Asset -
Building & Improvement
A01-CP-86788-6014
\$43,000 increase in
appropriationJustification: To transfer funding from the department's Salaries & Employee Benefits account to the department's Capital Projects/Refurbishments account to implement the Hall of Administration Renovation Project.ASSISTANT DIVISION CHIEF
DIRECTOR*Dennis A. Torg*

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

May 3, 2006 19

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK

AUDITOR-CONTROLLER BY *Shea Jung*

No. 348

APRIL 25 2006

SEND 5 COPIES TO THE AUDITOR-CONTROLLER